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File Pers-12

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20 November 1978

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MEMORANDUM FOR: Deputy Director of Central Intelligence

Executive Registry

78-5168/620

FROM : Leslie C. Dirks
Deputy Director for Science and TechnologySUBJECT : Agency Independent Review Panel for GS-17
and GS-18 OfficersREFERENCE : Your memorandum dated 7 April 1978,
Subject: Uniform Promotion System

1. In compliance with the referenced memorandum, the three Directorates and NFAC have established Independent Review Panels to review GS-16's and below identified in the competitive evaluation process as being in the low 3% relative to their peers and who have limited potential. With a few minor variations in charter and composition, the function and design of the four panels is to protect any employee so identified by affording an additional review of the employee's case.

2. Mr. Zellmer, Associate Deputy Director for Science and Technology has met with the other Associate Deputies to discuss the problem of establishing an Independent Review Panel for GS-17 and GS-18 officers ranked in the low 3% category. It was agreed that in order to comply with the spirit and intent of an "independent" review, the function might best be performed by the four Associate Deputy Directors and that they serve as the review body to perform this necessary function on an Agency-wide basis. In order to have complete representation on this inter-directorate review panel, it is proposed that you appoint a member from the "E" career service at the Executive Pay level. We would propose to have the chairmanship rotated on an annual basis among the five members.

3. Therefore, it is requested that you approve the attached charter establishing an Agency Independent Review Panel comprising the four Associate Deputy Directors and a

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SUBJECT: Agency Independent Review Panel for GS-17 and GS-18 Officers

senior "E" careerist to review the records of GS-17 and GS-18 officers who rank statistically in the low 3% and are considered to be of limited potential.



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LESLIE C. DIRKS

Attachments:

Charter
Membership

CONCURRENCES:

/s/ Michael J. Malanick

Deputy Director for Administration

22 NOV 1978

Date

/s/ JOHN N. McMAHON

Deputy Director for Operations

25 NOV 1978

Date

) Director, National Foreign Assessment
Center

28 NOV 1978

Date

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SUBJECT: Agency Independent Review Panel for GS-17 and GS-18
Officers

APPROVED:

/s/ Frank C. Carlucci
Deputy Director of Central Intelligence

6 DEC 1978

Date

DISAPPROVED:

Deputy Director of Central Intelligence

Date

SUBJECT: Agency Independent Review Panel for
GS-17 and GS-18 Officers

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CHARTER
AGENCY INDEPENDENT REVIEW PANEL FOR SENIOR OFFICIALS

REFERENCE: Memorandum from DDCI dated 7 April 1978,
Subject: Uniform Promotion System

1. In response to reference, the three Directorates and NFAC have established Independent Review Panels to review GS-16's and below identified by their respective career services in the competitive evaluation process as being in the low 3% relative to their peers. In order to implement completely the independent review portion of the Uniform Promotion System, this Charter establishes an Agency-wide panel to review the records of GS-17 and GS-18 officers identified in the competitive evaluation process as being in the low 3% and are considered of limited potential.

2. The Agency Independent Review Panel will comprise the four Associate Deputy Directors and one senior member of the "E" career service. The Chairmanship and the role of Executive Secretary will be rotated annually among these representatives. The Agency Independent Review Panel will meet at the call of the Chairman, normally within a reasonable period following the competitive evaluation of the GS-17 and GS-18 officers.

3. The records supporting the initial identification of each officer by the individual's career service under this program will be examined by the Review Panel prior to submission of the officer's name to the responsible Deputy Director of the DDCI. In every case, the Panel will independently judge the relative value and potential of the officer and will make appropriate recommendations to the responsible Deputy Director or the DDCI.

MEMBERSHIP

Member	Associate Deputy Director for Science and Technology
Member	Associate Deputy Director for Administration
Member	Associate Deputy Director for Operations
Member	Deputy Director, National Foreign Assessment Center
Member	Senior "E" Careerist designated by the DDCI.

78-1378

Executive Secretary

78-5168

7 APR 1978

MEMORANDUM FOR: Deputy Director for Administration
Director, National Foreign Assessment Center
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, E Career Service

FROM: Frank C. Carlucci
Deputy Director of Central Intelligence

SUBJECT: Uniform Promotion System

1. Many of the personnel policies of the Agency have been carefully reexamined during the last several months. We have concluded that the Agency and its employees will benefit from the adoption of a more uniform Agency-wide promotion system. The adoption of such a system, as described in this memo will increase employee awareness of promotion opportunities and will ensure more promotion headroom by implementing existing Agency regulations concerning identified marginal performers. We recognize that each career service has unique characteristics and problems which require consideration. This new approach will allow recognition of that uniqueness, but will also call for more expanded statements of promotion criteria by the several career services.

2. The new approach to establishing this promotion system will be based on the following precepts:

a. A minimum target for annual promotion of qualified people by grade will be established and published by each career service as an aid to each employee's career planning. The Office of Personnel will work with each career service in creating these promotion targets.

b. These promotion rates will be sustained for the most part through normal attrition, but additionally it will be necessary to apply aggressively the current regulation [REDACTED] for the identification of the bottom three percent evaluated annually. The bottom three percent is not simply determined by ranking, but also by an absolute determination of the employee's value and potential as assessed by the evaluation panels and career service boards.

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c. As a further protection to the employee identified in this process, the career services will establish an independent panel to review each case on its individual merits and present its findings to the head of the career service.

d. The common criteria for promotion in all career services are presently set forth in [REDACTED]. Further guidance on these precepts is under study. The career services should carefully consider [REDACTED] with a view to adding specific criteria as applicable to each particular career service or subgroup. The publication of these specific criteria will further the individual employee's understanding of how selection for promotion is achieved, and how to become qualified for promotion. Any additional promotion criteria must be developed and published by the career services by 15 May 1978. ✓

e. As already established for the D Career Service, the rankings and recommendations for promotion from the evaluation boards and panels can only be changed by the Director.

f. There will be established and published a uniform promotion schedule for all career services (i.e., all GS-09's will be promoted in the same month, etc.). The Office of Personnel will work with the heads of the career services in establishing an Agency-wide uniform promotion schedule for all grades. The lists of those promoted will be published and available to all employees.

/s/ Frank C. Carlucci

Frank C. Carlucci

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